



MONTANA DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 1.4.5	Subject: PEACE OFFICER STANDARDS AND TRAINING (POST) CERTIFICATION
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 9 + attachment
Section 4: Training and Staff Development	Revision Date:
Signature:/s/ Rick Day, Director	Effective Date: September 15, 2000

I. POLICY:

It is the policy of the Department of Corrections that all Probation and Parole, and Corrections Officers and Drill Instructors hired after September 30, 1999, must attend and successfully complete POST certified basic training, and after completing one year of service must apply for and successfully achieve Basic POST Certification.

II. AUTHORITY:

2-15-112, MCA. Duties and Power of Department Heads
2-15-2302, MCA. Board of pardons and parole - composition - allocation - quasi-judicial
53-1-203, MCA. Powers and Duties of Department of Corrections
DOC 1.1.3, Organization and Responsibility
44-4-301, MCA. Board of Crime Control Functions
44-4-302, MCA. Definitions. As Used in 44-4-301
44-10-202, MCA. Powers and duties of Department of Justice
ARM 23.14.525 et seq. Minimum Qualifications for Detention Officers
ARM 23.14.555 et seq. Minimum Qualifications for Probation and Parole Officers

III. DEFINITIONS:

Corrections Officer means a person who has full-time authority and responsibility for maintaining custody of offenders and who performs tasks related to the operation of a prison, boot camp or juvenile correctional facility.

Probation/Parole Officer means officers who supervise adult or juvenile offenders on Probation and/or Parole status and/or adult inmate status.

POST means Peace Officers Standards and Training.

IV. PROCEDURES:

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- A. Correction Officers and drill instructors hired after September 30, 1999, must attend and successfully complete, within six months of hire, the appropriate POST certified basic training course. Within one year of hire all Probation and Parole officers must attend and successfully complete POST certified Probation and Parole Officer Basic Training, regardless of hire date.

- B. The Department may terminate a Probation and Parole officer, Corrections Officer or Drill Instructor (listed under A) for failure to:
 1. Meet the minimum standards established by the POST; or
 2. Satisfactorily complete the appropriate POST certified basic training course.

- C. Upon successful completion of the applicable POST certified basic training and one year of service employees affected by this policy must within the following six months:
 1. complete the POST certification application,
 2. attach a current copy of their DOC training record (training records may be obtained from the DOC Training Bureau by calling (406) 846-1320 ext. 2443), then
 3. route the application to personnel for review of the applicant's personnel records, verification of character and criminal background check.

- D. After review of the applicant's records the personnel officer shall forward the application to the applicable facility/program administrator for final review, verification and signature as Agency Head.
 1. If the applicants background check is negative and the facility/program administrator cannot attest to the applicants character and sign the application the administrator will notify the applicant. This notification must include a written explanation of what the problem is and what the applicant may do to remedy the issue.

 2. The facility/program administrator will send the signed application to the POST Council P.O. Box 201408, Helena, Montana 59620-1498, for final review, authorization, and award of certification.

- E. Minimum Qualifications for Corrections Officers:
 1. All Corrections Officers employed after September 30, 1999 must meet the following minimum standards:(ARM 23-14-525)

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- a) be a citizen of the United States or may be a registered alien;
 - b) be at least 18 years of age;
 - c) be fingerprinted and a search made of the local state and national fingerprint files to disclose any criminal record;
 - d) may not have been convicted of a crime for which s/he could have been imprisoned in a federal or state penitentiary;
 - e) be of good moral character, as determined by a thorough background investigation;
 - f) be a high school graduate or have passed the general education development test (GED) and have been issued an equivalency certificate by the superintendent of public instruction or by an appropriate issuing agency of another state or of the federal government;
 - g) be examined by a licensed physician who is appointed by the Department, the physician may not be the applicant's personal physician. The purpose of the exam is to determine if the applicant is free from any mental or physical condition that might adversely affect performance of the essential functions of a corrections officer or drill instructor;
 - h) successfully complete an oral job interview designed to demonstrate whether the applicant possesses communication skills, temperament, motivation, and other characteristics necessary to accomplish the essential functions of a corrections officer or drill instructor; and
 - i) applicant must possess a valid driver's license if driving a vehicle will be part of the officer's duties.
2. Correction Officers employed as such by the Department prior to October 1, 1999, are not required to become POST Certified. If they choose to become POST certified they may after all other minimum qualifications have been met, apply without:
- a) completing a POST Certified Basic Training, or
 - b) being examined by a physician to determine mental or physical condition.

F. Minimum Qualifications for Probation and Parole Officers:

Any person employed as a probation and parole officer must meet the minimum qualifications set forth in 46-23-1003, MCA as follows:

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1. Have at least a college degree and some formal training in behavioral sciences. The Department may approve exceptions to this rule.
2. Work experience in criminology, education, psychiatry, psychology, law, social work, sociology, or guidance and counseling may be substituted for educational requirements. If approved by the Department the rate of substitution is 2 years of experience for 9 months formal education. (2-15-2302, MCA). All probation and parole officers hired prior to July 16, 1993 are exempt from this requirement.

G. Requirements for Correction Officer Basic Certificate (ARM 23-14-526)

1. To be awarded a Corrections Officer Basic Certificate an officer must:
 - a. meet or exceed the minimum POST employment standards.
 - b. within the first six months of employment, complete POST certified Correction/Detention Officer Basic training.
 - c. have served at least one year with the Department and must be satisfactorily performing his/her duties, which must be attested to by the facility/program administrator.
2. Officers hired after September 30, 1999, making application to the POST advisory Council for basic certification will receive that certification if:
 - a. they have successfully met the employment standards and qualifications;
 - b. have met the educational requirements, and
 - c. the officer has completed one year of employment.
3. Officers hired prior to October 1, 1999, who wish to receive a basic POST certificate may do so by applying to the POST advisory council. They will receive basic certification if:
 - a. they have successfully met the employment standards and qualifications;
 - b. they have met the educational requirements or submitted evidence of having completed an equivalent course as determined by the POST advisory council, and
 - c. completed one year of employment

H. Requirements for Correction Officer Intermediate Certificate (ARM 23-14-527)

1. To be awarded the correction officer intermediate certificate, a person must:
 - a. possess the correction officer basic certificate;

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- b. be satisfactorily performing the essential functions of the position as attested to by the facility/program administrator; and
 - c. possess one or more of the following combinations of education, experience, and training hours:
 - 1) 4 years experience and 10 training hours;
 - 2) 5 years experience and 8 training hours;
 - 3) 4 years experience, 7 training hours, and an associate degree; or
 - 4) 3 years experience, 7 training hours, and a baccalaureate degree.

- I. Requirements for Correction Officer Advanced Certificate (ARM 23.14.528)
 - 1. To be awarded the correction officer advanced certificate, a person must:
 - a) possess the correction officer intermediate certificate;
 - b) have completed a minimum of 80 hours of professional development courses,
 - c) have completed at least 8 years service with a detention or prison facility, except holders with college degrees;
 - d) possess one of the following combinations of education, experience, and training hours:
 - 1) 8 years experience and 4 training hours (in addition to the minimum of 80 hours);
 - 2) 10 years experience and 3 training hours;
 - 3) 8 years experience, 2 additional training hours, and an associate degree; or
 - 4) 6 years experience, 2 additional training hours, and a baccalaureate or masters degree.

- J. Requirements for the Correction Officer Supervisory Certificate (ARM 23.14.529)
 - 1. To be awarded the correction officer supervisory certificate, a person must:
 - a) possess the correction officer advanced certificate;
 - b) have successfully completed a POST council certified supervisory course or equivalent;
 - c) have served satisfactorily as a supervisor for 1 year prior to date of application as attested to by the facility/program administrator.
 - 2. Officers with out-of-state experience and training at the supervisory level who are

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employed as supervisors by the facility/program are eligible for the correction officer supervisory certificate if:

- a. They currently and for 1 year prior to the date of application served satisfactorily at the supervisory level as attested to by the facility/program administrator; and
- b. The POST council determines that their training is equivalent to a supervisory course.

K. Requirements for the Correction Officer Command Certificate (ARM 23.14.530)

The command or mid-management level is any position (i.e., unit managers, lieutenants, captains, bureau chiefs, etc), above the first-level supervisor. The individual must be primarily responsible for directing and coordinating functional units of a facility/program or is subject to assignment of such responsibilities

1. To be awarded the correction officer command certificate, a person must:
 - a. possess the correction officer supervisory certificate;
 - b. have successfully completed a POST council certified command or mid-management course (minimum 40 hour mid-management type course); and
 - c. currently and for 1 year prior to the date of application have served satisfactorily at the command or mid-management level as attested to by the facility/program administrator.
2. Officers with out-of-state experience and training at the command level who are employed at the command or mid-management level by the facility/program are eligible for the correction officer command certificate if:
 - a. they currently and for a period of 1 year prior to the date of application have served satisfactorily at the command or mid-management level,
 - b. the facility/program administrator attests to their performance,
 - c. have successfully completed a command or mid-management course recognized by the POST advisory council as equivalent, and
 - d. have passed a POST advisory council background review.
3. The POST council then reviews the officer's training, education and experience to

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determine if the officer meets or exceeds all of the requirements for the command certificate. If the review is favorable the council may award the certificate, if not, the council denies the application. The council then notifies the officer what is necessary for him/her to meet the requirements.

L. Requirements for the Correction Officer Administrative Certificate (ARM 23.14.531)

The administrative or management level is the top position authorized by the POST council. The officer must be responsible either for administering a facility/program, or have broad administrative authority or subject to assignment of such responsibilities and authority. The officer most commonly is an administrator.

1. To be awarded the detention officer administrative certificate, a person must:
 - a. possess the advanced correction officer certificate;
 - b. have successfully completed a POST council certified administrative or management courses (minimum 80 hour administrative type course); and
 - c. currently and for a period of 1 year prior to the date of application have served satisfactorily at the administrative or management level in the Department.
2. Officers with out-of-state experience and training at the administrative level who were employed at that level by a correction facilities are eligible for the correction officer administrative certificate if they:
 - a. currently and for a period of 1 year prior to the date of the application have served satisfactorily at the administrative level as attested to by the facility/program administrator, or
 - b. if the applicant is a facility/program administrator, s/he must have successfully completed an administrative course recognized by the POST advisory council as equivalent, and
 - c. have passed a POST advisory council background review.
3. The council shall review the applicant's training, education and experience to determine if s/he meets or exceeds all of the requirements for the administrative certificate. If the

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council determines that they meet the requirements the council may award the certificate. If not, the council will deny the application and notify the individual as to what is necessary to meet the requirements.

M. Requirements for Probation and Parole Officer Basic Certificate (ARM 23.14.556)

1. Probation and parole officers must meet the minimum employment qualifications established for probation and parole officers.
2. Probation and parole officers must, within their first year of initial employment, complete the probation and parole officer's basic course as provided by MLEA, or equivalent training as determined by the POST advisory council.
3. Probation and parole officers must have served at least one year with the Department and have completed a probationary period and be satisfactorily performing his/her duties as attested to by the program administrator.
4. As a requirement for continuing employment, any probation and parole officer employed before January 26, 1996, must, within 24 months successfully complete Probation/Parole Officer Basic Training.
5. Upon making application to the POST council, probation and parole officers will be issued a basic certificate if they have:
 - a) successfully met the employment qualifications;
 - b) successfully completed the basic training educational requirements; and
 - c) have completed one year of employment.

N. POST De-certification

When an Officer is terminated the facility/program administrator must request that the POST Council Director conduct an investigation to determine if de-certification is in-order.

1. The POST council working in conjunction with the Department may de-certify a POST certified officer for:
 - a. Falsification of material information in conjunction with official duties;
 - b. A physical or mental condition that substantially limits the persons ability to perform the essential duties of an officer, or poses a direct threat to the health safety of other

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officers, offenders, or the public and that cannot be eliminated by reasonable accommodation;

- c. Addiction to or the unlawful use of controlled substances or other drugs;
- d. Unauthorized use of or being under the influence of alcohol while on duty, or the use of alcohol in a manner that brings discredit to the corrections profession;
- e. Commission of a felony, or an offense involving dishonesty, unlawful sexual conduct or physical violence;
- f. Neglect of duty or willful violation of orders or regulations;
- g. Conduct unbecoming an officer;
- h. Other conduct or a pattern of conduct which tends to significantly undermine public confidence in the corrections profession;
- i. Failure to meet the minimum standard of employment set forth in the Peace Officers Standards and Training rules (44-4-301, MCA).

V. CLOSING: Questions concerning this policy shall be directed to the Policy/Staff Development Bureau.

Attachments:

POST certificate application

MONTANA PEACE OFFICERS STANDARDS AND TRAINING ADVISORY COUNCIL

APPLICATION FOR AWARD OF CERTIFICATE

3075 N. Montana, PO Box 201408, Helena, MT 59620-1408

FULL NAME _____ SOCIAL SECURITY NO. _____ DATE OF BIRTH _____	AGENCY _____ RANK/TITLE _____ DATE EMPLOYED BY PRESENT AGENCY _____
Please indicate your field of employment: <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Peace Officer <input type="checkbox"/> Public Safety Communications Officer <input type="checkbox"/> ADULT Probation & Parole Officer </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Corrections / Detention Officer <input type="checkbox"/> Motor Carrier Services Officer <input type="checkbox"/> JUVENILE Probation or Parole Officer </div>	
Certificate Applied For: <input type="checkbox"/> Basic <input type="checkbox"/> Basic Equivalency <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Supervisory <input type="checkbox"/> Command <input type="checkbox"/> Administrative	

<u>OFFICER EXPERIENCE</u> AGENCY _____ AGENCY LOCATION _____ DATES OF EMPLOYMENT _____ HIGHEST RANK _____	AGENCY _____ AGENCY LOCATION _____ DATES OF EMPLOYMENT _____ HIGHEST RANK _____
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<u>OFFICER TRAINING</u> <i>(Use Additional Pages if Necessary)</i>	
1. School and Location _____ Course Title _____	Dates of School _____ Course Length _____
2. School and Location _____ Course Title _____	Dates of School _____ Course Length _____
3. School and Location _____ Course Title _____	Dates of School _____ Course Length _____
4. School and Location _____ Course Title _____	Dates of School _____ Course Length _____

<u>COLLEGE EDUCATION</u> <i>(Use Additional Pages If Necessary)</i>	
1. College and Location _____ Course of Study _____ Major _____ Minor _____ Quarter <input type="checkbox"/> Semester <input type="checkbox"/> Degree Received: <input type="checkbox"/> AA <input type="checkbox"/> BA <input type="checkbox"/> BS <input type="checkbox"/> MA <input type="checkbox"/> MS	Dates Attended _____ Hours Completed _____
2. College and Location _____ Course of Study _____ Major _____ Minor _____ Quarter <input type="checkbox"/> Semester <input type="checkbox"/> Degree Received: <input type="checkbox"/> AA <input type="checkbox"/> BA <input type="checkbox"/> BS <input type="checkbox"/> MA <input type="checkbox"/> MS	Dates Attended _____ Hours Completed _____

ATTEST:

I attest the information contained in this application is true and correct to the best of my knowledge.

Date

Signature of Applicant**AGENCY RECOMMENDATION**

It is recommended that the Certificate be awarded. I certify that the applicant has complied with the minimum standards set forth in the Administrative Rules of Montana, is of good moral character and is worthy of the award. My opinion is based upon personal knowledge of inquiry, and the personnel records of this jurisdiction substantiate the recommendation.

Date

Signature of Agency Head**POST COUNCIL USE ONLY**

Approved for: _____

Approved by: _____

Date Mailed: _____

- INSTRUCTIONS -

1. Please type. If additional space is required, attach page.
2. Education and training must be supported by copies of transcripts, diplomas, or other verifying documents attached to this application.
3. This form will be completed by the applicant and forwarded to the department head for his recommendation.
4. The department head or his representative will forward the completed form and all attachments to the Council for action.
5. Council action on the application will be reported to the department head.